

13th Judicial Circuit

Boone County

Job Title:

Court Clerk II

Salary Range:

\$24,276.00 annually

Location:

Boone County Circuit Clerk's Office, 705 E. Walnut St., Columbia, MO 65201

Duties:

- Performs technical court clerical work in the filing, processing, and disposition of probate.
- Reviews legal documents for completeness, adequacy and accuracy; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to supervisors.
- Determines proper routing of complaints, petitions, application for letters and filings; notifies parties.
- Receives and records all fees and other receipts; makes necessary disbursements and prepares required statements and reports.
- Assures completeness and accuracy of records leaving the court jurisdiction pursuant to change of venue, outgoing reciprocals, appeal or certification.
- Enters minutes of court proceedings, operates electronic sound recording equipment, and other courtroom related duties.
- Prepares and types judgments, petitions and affidavits and reviews same for accuracy.

Qualifications:

- Must have high school education, GED or equivalent with at least one year of previous clerical experience.
- Knowledge of modern office practices and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to make work decisions in accordance with law, regulations and departmental policies and procedures.
- Ability to maintain a variety of complex records and prepare reports from such records.
- Ability to establish and maintain effective working relationships with others.
- Skill in the operation of standard office equipment.

How to Apply:

Access <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm> and fill out the Full-Time Employment Application. E-mail your application and resume to BNE-jobs-clerk@courts.mo.gov or mail to the address listed above.

Closing Date: November 15, 2013

*Boone County Circuit Court is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*